

Annual School Improvement Council Calendar

August / September

- Plan with principal the election procedures, date, and event (unless elections are held in spring)
- New SIC convened; distribute *SIC Handbook*; conduct new member orientation
- SIC officers elected and committee assignments made related to the school's improvement plan
- Complete SIC membership information collected at school and entered into state data base (SC-SIC Member Network)

October

- SIC elections completed by October 15; membership information can be uploaded to SC-SIC database at any time during the school year, but **MUST** be posted by November 15 each year to meet state legislative mandate for SIC membership accountability
- Committees identify areas of school improvement plan to be monitored and organize for action
- Review school data such as surveys, test scores, demographics, and budget
- Attend/arrange SIC training if you haven't already done so
- Apply for annual Riley School Improvement Award

November / December

- Review data from annual *School Report Card* and how it relates to school improvement plan
- Committees continue to monitor implementation of plan strategies

January / February

- Share analysis of *School Report Card* data with parents and faculty
- Committees monitor and report implementation progress of plan strategies
- Identify SIC members to draft the school's annual *Report to the Parents*

March / April

- Review draft of *Report to the Parents*; revise and finalize for publication
- Distribute *Report to the Parents* by April 30 to parents, community members, district SIC contact, and SC-SIC office
- Attend annual state SIC conference and/or plan spring SIC training event
- Identify SIC members to work with principal in drafting narrative for upcoming state *School Report Card*

May / June

- Summarize the implementation progress made on improvement plan strategies
- Finalize *School Report Card* narrative with principal
- Conduct SIC elections or plan elections process for upcoming school year